

CITY OF AMESBURY

CITY CLERK

The City of Amesbury (estimated population 17,500), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking a qualified candidate to serve as an **Administrative Assistant, Office of the City Clerk**.

The position provides administrative and technical support to the combined offices of the City Clerk, Board of Registrars, Elections and City Council in the areas of vital records, business records, secretarial duties, and census/elections.

Duties include but not limited to: computer work, filing, bookkeeping, recording of evening meetings, assisting at elections and other related functions. The ability to lift heavy, oversized records books is required.

The current salary range for this non-union, 35 hours per week position is \$38,407-\$41,142 based on qualifications and experience. Please submit a letter of interest and resume for consideration to Alyssa Premo, Human Resources Office, City of Amesbury, 62 Friend Street, Amesbury, MA 01913 or via e-mail to premoaa@amesburyma.gov. This position will remain open until filled, but priority will be given to applicants who respond by **Friday, November 6, 2020**.